

The U.S. Mission in Bangkok provides equal opportunity, and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. We also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

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FSN# 2012/48 (T)

Mason

OPEN TO: All Interested Candidates

POSITION: Mason, FSN-4, FP-AA (Trainee)

OPENING DATE: October 26, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-AA (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

QUALIFICATIONS REQUIRED:

(1) Completion of High School (Mathayom 6);

- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English. (Provide a copy of valid TOEIC score of at least 250, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Must be able to operate various hand tools, power equipment and instrument;
- (5) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application).

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/48

Mason

OPEN TO: All Interested Candidates

POSITION: Mason, FSN-5, FP-9

OPENING DATE: October 26, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9 (Starting salary and final grade will be determined by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

QUALIFICATIONS REQUIRED:

(1) Completion of High School (Mathayom 6);

- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 400 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Must be able to operate various hand tools, power equipment and instrument;
- (5) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application).

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/97 (T)
Security Investigator

OPEN TO: All interested Candidates

POSITION: Security Investigator, FSN-8; FP-6, Trainee

OPENING DATE: October 25, 2013

CLOSING DATE: November 7, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Investigator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Conduct a variety of sensitive and complex investigation concerning misconduct, criminal activity, threats or security incidents as well as pre-employment investigations for security clearance for locally employed staff and local contractors. Duties include coordinating responses to emergency situations involving accidents and criminal actions and maintaining liaison with high level officials of Royal Thai Government (RTG), Royal Thai Police (RTP) and military offices.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Political Science, Social Science, Public Administration or related discipline;
- (2) Two years of progressively responsible experience in investigative work with military, police, private security organization;
- (3) Level IV (Fluent) in spoken and written English and Thai (must provide a copy of valid TOEIC score of 855 or higher with application, or application will not be considered);
- (4) Ability to maintain extensive contacts with officials of local government;
- (5) Ability to exercise initiative and resourcefulness in obtaining information or evidence;
- (6) Skill in conducting investigations to include interviewing and report writing.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: November 7, 2013

“This is a re-advertisement of announcement from September 12, 2013. Applications previously received will also be considered.”

FSN# 2013/97
Security Investigator

OPEN TO: All interested Candidates

POSITION: Security Investigator, FSN-9; FP-5 (Step 1 thru 4)

OPENING DATE: October 25, 2013

CLOSING DATE: November 7, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Investigator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Conduct a variety of sensitive and complex investigation concerning misconduct, criminal activity, threats or security incidents as well as pre-employment investigations for security clearance for locally employed staff and local contractors. Duties include coordinating responses to emergency situations involving accidents and criminal actions and maintaining liaison with high level officials of Royal Thai Government (RTG), Royal Thai Police (RTP) and military offices.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Political Science, Social Science, Public Administration or related discipline;
- (2) Three years of progressively responsible experience in investigative work with military, police, private security organization;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Ability to maintain extensive contacts with officials of local government;
- (5) Ability to exercise initiative and resourcefulness in obtaining information or evidence;

(6) Skill in conducting investigations to include interviewing and report writing.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: November 7, 2013

“This is a re-advertisement of announcement from September 12, 2013. Applications previously received will also be considered.”

FSN# 2013/105 (T)

Human Resources Assistant (Regional Job Analyst), 2 positions

OPEN TO: All Interested Candidates

POSITION: Human Resources Assistant (Regional Job Analyst), FSN-7, Trainee

OPENING DATE: November 1, 2013

CLOSING DATE: November 14, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (minimum starting salary)

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant (Regional Job Analyst) in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA), Executive Office (EXO), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Human Resources Assistant (Regional Job Analyst) is assigned to one of three USAID Regional Human Resources Units. The HR Assistant is responsible for classification of Foreign Service National (FSN) positions and market rate determination for United States and/or Third Country National Personal Services Contractor positions in the assigned region. The incumbent also administers and provides advice on position management and general HR matters for host mission and/or client missions as assigned. This position will require travel within the regional locations at occasion.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Human Resources Management, Public Administration, Business Management, Contracting or related field;
- (2) At least of two year experiences in HR management;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of English (TOEIC score of 855 or higher);
- (4) Ability to plan and organize the work, to establish priorities, to follow up on promised responses to client Missions, etc. and work under pressure to make decisions quickly and independently when dealing with urgent requests;
- (5) Ability to exercise extreme discretion in HR matters, inspire confidence in clients, and establish, and maintain positive customer service orientation as well as effective working relationships with supervisors, and employees;

(6) Ability to analyze, conceptualize, negotiate, exercise sound judgment, originate ideas and creative solutions, and handle requests and complaints promptly, effectively, and diplomatically with all levels of American and other USAID employees, Embassy, and USAID/Washington counterpart, and, from time to time, USAID and Embassy officials in client Missions.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement no./title on the subject line.

(Only one email per position)

** We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: November 14, 2013

"This is a re-advertisement of announcement from September 27, 2013. Applications previously received will also be considered"

FSN# 2013/105

Human Resources Assistant (Regional Job Analyst), 2 positions

OPEN TO: All Interested Candidates

POSITION: Human Resources Assistant (Regional Job Analyst), FSN-8

OPENING DATE: November 1, 2013

CLOSING DATE: November 14, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (minimum starting salary)

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant (Regional Job Analyst) in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA), Executive Office (EXO), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Human Resources Assistant (Regional Job Analyst) is assigned to one of three USAID Regional Human Resources Units. The HR Assistant is responsible for classification of Foreign Service National (FSN) positions and market rate determination for United States and/or Third Country National Personal Services Contractor positions in the assigned region. The incumbent also administers and provides advice on position management and general HR matters for host mission and/or client missions as assigned. This position will require travel within the regional locations at occasion.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Human Resources Management, Public Administration, Business Management, Contracting or related field;
- (2) At least of three year experiences in HR management;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of English (TOEIC score of 855 or higher);
- (4) Ability to plan and organize the work, to establish priorities, to follow up on promised responses to client Missions, etc. and work under pressure to make decisions quickly and independently when dealing with urgent requests;
- (5) Ability to exercise extreme discretion in HR matters, inspire confidence in clients, and establish, and maintain positive customer service orientation as well as effective working relationships with supervisors, and employees;

(6) Ability to analyze, conceptualize, negotiate, exercise sound judgment, originate ideas and creative solutions, and handle requests and complaints promptly, effectively, and diplomatically with all levels of American and other USAID employees, Embassy, and USAID/Washington counterpart, and, from time to time, USAID and Embassy officials in client Missions.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement no. /title on the subject line.

(Only one email per position)

** We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: November 14, 2013

"This is a re-advertisement of announcement from September 27, 2013. Applications previously received will also be considered"

FSN# 2013/106 (T)
Purchasing Agent

OPEN TO: All interested Candidates

POSITION: Purchasing Agent, FSN-6, FP-8, Trainee

OPENING DATE: October 25, 2013

CLOSING DATE: November 7, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The Board for International Broadcasting is seeking an individual for the position of Purchasing Agent in the International Broadcasting Bureau, Thailand Transmitter Site (IBB/TTS), located at A. Ban Dung, Udon Thani Province.

BASIC FUNCTIONS REQUIRED:

Serves as procurement assistant under the direction of the Supervisory Administrative Management Specialist. Be primarily responsible for all procurement of the station needed materials and services, purchase card transactions, and incoming shipments.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Management and/or Social Science;
- (2) Two years progressively responsible experience in procurement and related fields;
- (3) Level IV (fluent) speaking/reading/writing in Thai and Level III (good working knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of 600 or higher with application, or application will not be considered);
- (4) Ability to deal appropriately with vendors and contractors and effectively with counterparts at the Embassy and other U.S. agencies;
- (5) Ability to deal with supervisory personnel and all levels of workers.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: November 7, 2013.

FSN# 2013/106
Purchasing Agent

OPEN TO: All interested Candidates

POSITION: Purchasing Agent, FSN-7, FP-7

OPENING DATE: October 25, 2013

CLOSING DATE: November 7, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The Board for International Broadcasting is seeking an individual for the position of Purchasing Agent in the International Broadcasting Bureau, Thailand Transmitter Site (IBB/TTS), located at A. Ban Dung, Udon Thani Province.

BASIC FUNCTIONS REQUIRED:

Serves as procurement assistant under the direction of the Supervisory Administrative Management Specialist. Be primarily responsible for all procurement of the station needed materials and services, purchase card transactions, and incoming shipments.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Management and/or Social Science;
- (2) Three years progressively responsible experience in procurement and related fields;
- (3) Level IV (fluent) speaking/reading/writing in Thai and Level III (good working knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of 600 or higher with application, or application will not be considered);
- (4) Ability to deal appropriately with vendors and contractors and effectively with counterparts at the Embassy and other U.S. agencies;
- (5) Ability to deal with supervisory personnel and all levels of workers.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: November 7, 2013.

FSN# 2013/108
Telephone Supervisor

OPEN TO: All interested Candidates

POSITION: Telephone Supervisor, FSN-6, FP-8

OPENING DATE: October 25, 2013

CLOSING DATE: November 14, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Telephone Supervisor in its Information Resource Management/Information Program Office, located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

The Telephone Switchboard Supervisor is responsible for all areas concerning the overall leadership/management for the processing and handling of diplomatic, official, and emergency telecommunications to include all of its equipment and human resources. Incumbent is responsible for the supervision of (9) telephone operators/interpreters/shift leaders and ensures the switchboard is adequately and efficiently staffed 24/7 365 days a year. Incumbent must be able to work with minimal supervision and provide first tier emergency communications for Mission Thailand.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor degree in Liberal Arts, Communications or Business Administration is required;
- (2) Three years experience as a Telephone Switchboard Operator is required;
- (3) Level IV (fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of 855 or higher with application, or application will not be considered);
- (4) Must be able to work as a backup operator for any rotational shift in case of emergency;
- (5) Must be able to maintain and update database/documents via different computer technologies;

(6) Able to manage a large staff to support all telecommunications operations.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: November 14, 2013

FSN# 2013/109 (T)
Secretary

OPEN TO: All interested candidates

POSITION: Secretary, FSN-6, FP-8, Trainee

OPENING DATE: October 25, 2013

CLOSING DATE: November 14, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in its Department of Immunology and Medicine, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Acts as the department secretary to manage the work of Department of Immunology and Medicine, which includes 3 US military senior scientists, 3 FSN Medical Research Scientists, 3 CA Medical Research Scientists, 4 foreign contract Medical Research Scientists, 14 FSNs, and 17 contract medical technician employees (CA). This requires close coordination with other Departments, the HQ AFRIMS, and several administrative offices represented at the American Embassy in Bangkok.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Science, Social Sciences or Arts is required;
- (2) Two years of secretarial experience working in a government position is required;
- (3) Level IV (fluent) speaking/reading/writing in English and Thai (valid TOEIC score of 855 or higher);
- (4) Able to estimate cost travel for both in-country and out of Thailand;
- (5) Must have computer skills with demonstrated experience with a windows environment.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: November 14, 2013

FSN# 2013/109

Secretary

OPEN TO: All interested candidates

POSITION: Secretary, FSN-7, FP-7

OPENING DATE: October 25, 2013

CLOSING DATE: November 14, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in its Department of Immunology and Medicine, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Acts as the department secretary to manage the work of Department of Immunology and Medicine, which includes 3 US military senior scientists, 3 FSN Medical Research Scientists, 3 CA Medical Research Scientists, 4 foreign contract Medical Research Scientists, 14 FSNs, and 17 contract medical technician employees (CA). This requires close coordination with other Departments, the HQ AFRIMS, and several administrative offices represented at the American Embassy in Bangkok.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Science, Social Sciences or Arts is required;
- (2) Three years of secretarial experience working in a government position is required;
- (3) Level IV (fluent) speaking/reading/writing in English and Thai (valid TOEIC score of 855 or higher);
- (4) Able to estimate cost travel for both in-country and out of Thailand;
- (5) Must have computer skills with demonstrated experience with a windows environment.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: November 14, 2013

FSN# 2013/110 (T)
Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7, Trainee

OPENING DATE: October 25, 2013

CLOSING DATE: November 7, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Comptroller and Global Financial Services (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

- (1) Two years post secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);

- (4) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications;
- (5) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: November 7, 2013.

FSN# 2013/110

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-8; FP-6

OPENING DATE: October 25, 2013

CLOSING DATE: November 7, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Comptroller and Global Financial Services (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

- (1) Two years post secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);

(4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

(5) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications;

(6) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold medical and security clearances.

(3) The candidate must submit all the required documents as requested.

(4) Current employees serving a probation period are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: November 7, 2013.

FSN# 2013/111 (T)
Medical Research Scientist

OPEN TO: All interested candidates

POSITION: Medical Research Scientist, FSN-9, FP-5 (Step 1 thru 4), Trainee

OPENING DATE: October 25, 2013

CLOSING DATE: November 7, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in its Department of Veterinary Medicine, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as a Veterinary Research Project Manager; plans; directs; and executes retrospective and prospective clinical and pathologic research in a wide range of infectious diseases common to South East Asia using animal models. He/she optimizes and teaches colleagues in laboratory techniques and activities in order to expand the division of Comparative Pathology's capabilities in PCR, immunofluorescence and immunohistochemistry (IHC); design, write and submit research proposals for grants, collaborate extensively with scientists internationally in the development and execution of research projects, seek out publishing and collaboration opportunities and present results and update progress of research studies at local and international meeting and scientific forums.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) PhD in Medical Science is required;
- (2) Two years experience in conducting medical research using laboratory animals is required, with particular emphasis on rodents and non-human primates;
- (3) Level IV (fluent) speaking/reading/writing in English and Thai (valid TOEIC score of 855 or higher);

- (4) Must have technical experience and expertise in immunohistochemistry as well as other molecular diagnostic techniques such as RT-PCR and QT-PCR;
- (5) Must have strong technical writing skills, with evidence of successful publishing as first author/coauthor of scientific articles in infectious diseases;
- (6) Must have supervision and management abilities.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: November 7, 2013

FSN# 2013/111
Medical Research Scientist

OPEN TO: All interested candidates

POSITION: Medical Research Scientist, FSN-10, FP-5 (Step 5 thru 14)

OPENING DATE: October 25, 2013

CLOSING DATE: November 7, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-10, THB 760,852per annum (starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in its Department of Veterinary Medicine, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as a Veterinary Research Project Manager; plans; directs; and executes retrospective and prospective clinical and pathologic research in a wide range of infectious diseases common to South East Asia using animal models. He/she optimizes and teaches colleagues in laboratory techniques and activities in order to expand the division of Comparative Pathology's capabilities in PCR, immunofluorescence and immunohistochemistry (IHC); design, write and submit research proposals for grants, collaborate extensively with scientists internationally in the development and execution of research projects, seek out publishing and collaboration opportunities and present results and update progress of research studies at local and international meeting and scientific forums.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) PhD in Medical Science is required;
- (2) Three years experience in conducting medical research using laboratory animals is required, with particular emphasis on rodents and non-human primates;
- (3) Level IV (fluent) speaking/reading/writing in English and Thai (valid TOEIC score of 855 or higher);

- (4) Must have technical experience and expertise in immunohistochemistry as well as other molecular diagnostic techniques such as RT-PCR and QT-PCR;
- (5) Must have strong technical writing skills, with evidence of successful publishing as first author/coauthor of scientific articles in infectious diseases;
- (6) Must have supervision and management abilities.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: November 7, 2013

FSN# 2013/112
Medical Research Scientist

OPEN TO: All interested candidates

POSITION: Medical Research Scientist, FSN-11, FP-4

OPENING DATE: November 1, 2013

CLOSING DATE: November 14, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-11, THB 1,179,069 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-4

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in its Department of Immunology & Medicine Branch, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

In charge of a laboratory research section responsible for planning, organizing, and conducting research in support of the Department of Immunology and Medicine on malaria parasitology of drug resistance and malaria transmission supporting development of new drugs by US Army. Develop project plans for departmental research. Laboratory consists of 3 employees and 2 laboratory rooms.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) PhD in Tropical Medicine or Parasitology is required;
- (2) Five years of experience in vitro malaria culture, drug susceptibility assay or other related in vitro assay, basic molecular biology techniques, and use of common biostatistic, as well as bioinformatic software is required;
- (3) Level IV (fluent) speaking/reading/writing in English (valid TOEIC score of 855 or higher);
- (4) Have knowledge of the fundamentals of parasitology, biochemistry, molecular biology and biostatistics.
- (5) Able to manage personnel, budget, and material efficiently and effectively;

(6) Able to prepare research proposals for funding from Military Infectious Diseases Research Programme (MIDRP), Medicine for Malaria Venture (MMV), Global Emerging Infections Surveillance (GEIS), and extramural sources.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: November 14, 2013

FSN# 2013/113 (T)
Accountant

OPEN TO: All Interested Candidates

POSITION: Accountant, FSN-7; FP-7, Trainee

OPENING DATE: November 1, 2013

CLOSING DATE: November 14, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Accountant in its Accounting Division, Comptroller and Global Financial Services (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serves as a full-performance, professional accountant, and performs a wide range of accounting assignments related to the CGFS's financial operations. Responsible for maintaining the quality of the official accounting record and providing financial services for an average of five CGFS-serviced posts. Performs professional accounting activities involved in ensuring that the financial operations of the CGFS and its 61 serviced posts are sound and in compliance with applicable legislation, regulations, policies, and standards. Assignments include the performance of work to ensure that strong internal financial controls are enforced and potential weaknesses are identified and resolved, thereby reducing the risk of monetary losses to the U.S. Government.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in accounting, or accounting related area, such as finance, business or public administration, with at least 12 credit hours (4 courses) in accounting subjects;
- (2) One year of progressively responsible experience in professional accounting or auditing;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise application will not be considered);

- (4) Ability to analyze and resolve complex accounting issues and identify practices and procedures that require correction or modifications;
- (5) Ability to apply accounting knowledge to the identification of needed enhancements to the accounting and financial systems used in connection with international financial operations;
- (6) Must possess exceptional skills in oral and written English communications in order to perform numerous duties involving the presentation of oral reports and the preparation of written financial reports, instructions, procedures, and other documents.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: November 14, 2013.

FSN# 2013/113

Accountant

OPEN TO: All Interested Candidates

POSITION: Accountant, FSN-8; FP-6

OPENING DATE: November 1, 2013

CLOSING DATE: November 14, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Accountant in its Accounting Division, Comptroller and Global Financial Services (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serves as a full-performance, professional accountant, and performs a wide range of accounting assignments related to the CGFS's financial operations. Responsible for maintaining the quality of the official accounting record and providing financial services for an average of five CGFS-serviced posts. Performs professional accounting activities involved in ensuring that the financial operations of the CGFS and its 61 serviced posts are sound and in compliance with applicable legislation, regulations, policies, and standards. Assignments include the performance of work to ensure that strong internal financial controls are enforced and potential weaknesses are identified and resolved, thereby reducing the risk of monetary losses to the U.S. Government.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in accounting, or accounting related area, such as finance, business or public administration, with at least 12 credit hours (4 courses) in accounting subjects;
- (2) Two years of progressively responsible experience in professional accounting or auditing;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise application will not be considered);

- (4) Ability to analyze and resolve complex accounting issues and identify practices and procedures that require correction or modifications;
- (5) Ability to apply accounting knowledge to the identification of needed enhancements to the accounting and financial systems used in connection with international financial operations;
- (6) Must possess exceptional skills in oral and written English communications in order to perform numerous duties involving the presentation of oral reports and the preparation of written financial reports, instructions, procedures, and other documents.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: November 14, 2013.

FSN# 2013/114 (T)

Cashier

OPEN TO: All interested Candidates

POSITION: Cashier, FSN-7; FP-7, Trainee

OPENING DATE: November 1, 2013

CLOSING DATE: November 14, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Cashier in its Financial Management Office (FMC) located 120-122 Wireless Road, Lumpini, Pathumwan Bangkok.

BASIC FUNCTIONS REQUIRED:

Serves as assistant to principal Class B Cashier, who manages a highly complex cashiering program and performs a full range of cashier work on a full time basis.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of a Bachelor degree in Finance, Accounting or Business Administration;
- (2) Minimum of two years' work experience in vouchering, accounting or cashiering;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Familiarity with automated accounting systems;
- (5) Ability to operate a computer terminal and calculator.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: November 14, 2013.

FSN# 2013/114

Cashier

OPEN TO: All interested Candidates

POSITION: Cashier, FSN-8; FP-6

OPENING DATE: November 1, 2013

CLOSING DATE: November 14, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Cashier in its Financial Management Office (FMC) located 120-122 Wireless Road, Lumpini, Pathumwan Bangkok.

BASIC FUNCTIONS REQUIRED:

Serves as assistant to principal Class B Cashier, who manages a highly complex cashiering program and performs a full range of cashier work on a full time basis.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of a Bachelor degree in Finance, Accounting or Business Administration;
- (2) Minimum of three years' work experience in vouchering, accounting or cashiering;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Familiarity with automated accounting systems;
- (5) Ability to operate a computer terminal and calculator.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: November 14, 2013.
